

California
Franchise
Tax
Board

STATE OF CALIFORNIA
OPEN EXAMINATION FOR:
TAX AUDITOR
FRANCHISE TAX BOARD

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

TESTING IS OFFERED ON A CONTINUOUS BASIS

WHERE TO APPLY:

To apply for this exam, please visit the State Personnel Board (SPB) Website at:
http://www.spb.ca.gov/employment/exam_start.htm.

THE POSITION

This is the recruiting/training and journey level in this series. Under close supervision, incumbents learn all phases of tax audit work, and either; (1) conduct the least-to-moderately difficult audits or assist in the more difficult audits to determine tax liability under the provisions of California's Personal Income Tax and Bank and corporation Tax Laws; or (2) perform audit-related functions in the central office.

Positions exist throughout the State of California and in Chicago, Houston, and Manhattan.

REQUIREMENTS FOR ADMITTANCE:

Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

Or III

Completion of the equivalent of 19 semester units of course work, 16 units of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester units of business law. (Persons who will complete course work requirements outlined under Patterns II and III above during the current quarter or semester will be admitted to the examination but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

EXAMINATION SCOPE:

Knowledge of:

General auditing and accounting principles and procedures and business law.

Ability to:

Apply the general accounting and auditing principles and procedures. Conduct audits or financial examinations of taxpayer's accounts and records. Meet with and obtain the cooperation of individuals, or representatives of organizations, subject to tax or regulation. Create and maintain an atmosphere of good will in beginning and completing an audit and disclosing findings critical in nature or indicating additional tax liability. Analyze data and draw sound conclusions. Analyze situations accurately and take effective action. Prepare clear, complete and concise reports. Communicate effectively. Proficient in the use of personal computers.

SPECIAL PERSONAL CHARACTERISTICS:

Willingness to work long and irregular hours and in various locations.

SALARY RANGES: **A \$3106- \$3966 per month**
 B \$3841- \$4903 per month

For a complete job description and minimum requirements, please visit: www.FTB.ca.gov/

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Franchise Tax Board. Names of successful competitors are merged onto the list in order of final scores, regardless of date. A competitor may only test once in a 9-month period. Eligibility expires after 12 months; competitors may then retest to reestablish eligibility.

Veteran's preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.

Career credits will not be granted in this examination.